

AGENDA

A meeting of the Health and Safety and Human Resources Committee will be held on Tuesday 23 February 2021 at 3.30pm. Please join via Microsoft Teams.

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	TM	N/A
2	Working Relationships: Trade Unions and Management	Discuss	TM	2-2
3	Minutes of the Previous Meeting: 27 October 2020	Approve	TM	
4	Matters Arising / Actions Outstanding	Note	TM	3-3
5	Health and Safety Update	Note	AL	
6	Succession Planning	Note	ZFH	
7	Equality Mainstreaming Progress Report	Approve	ZFH	
8	Equal Pay and Gender Pay Gap Report 2020	Note	ZFH	
9	Age Profile Update	Note	ZFH	
10	Delivering the Human Resource Strategy and Workforce Plan 2018 – 2023	Note	ZFH	
11	Update on National Bargaining (<i>Verbal Update</i>)	Note	ZFH	N/A
12	Minutes from Committees: <ul style="list-style-type: none"> • JCC – 6 November 2020 • JCC – 12 November 2020 • JCC – 27 November 2020 • JCC – 11 December 2020 • JCC – 15 January 2021 	Note	ZFH	N/A
13	Date of Next Meeting Tuesday 1 June 2021 at 3.30pm	Note	TM	N/A

BOARD OF GOVERNORS OF FIFE COLLEGE

Health and Safety and Human Resources Committee

Working Relationships: Trade Unions and Management

Brief: Trade Union Representatives have been invited to the meeting to talk generally about how working relationships are developing between the trade unions and management. It is not to discuss any specific current issues or concerns. The Committee previously agreed to pilot this idea this year and run annually in future years if it is considered to be useful. Views should be sought from the perspectives of trade union representatives and of management.

Potential Questions:

- How do you feel working relationships are developing?
- Are those involved open and willing to discuss issues?
- Are Consultative meetings regular, and how productive are these?
- Committee understands that Negotiating meetings are now less regular due to national bargaining. Do these work well?
- Is there more that you feel you could do to enhance dialogue between trade unions and management?
- Anything anyone wishes to add?

**Key:**

Outstanding and deadline passed



Progressing and on target



Complete

Health and Safety and Human Resources Committee**Actions Outstanding / Progress Made**

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	25.02.20	To circulate by email figures on the numbers of seizures including number of individuals and number of incidents and locations.	A Leadbetter	31.03.20		Superseded. This information will not be available until College buildings re-open. Figures will be provided in future reports at the start of each academic session.
2	02.06.20	To consider piloting policy sign-offs by email rather than doing this at the meeting.	M Philp / A Leadbetter / Z Franklin-Hills	27.10.20		Complete. New or updated policies which require approval outwith the Committee meeting schedule will be circulated to members for approval by email. Once approved, it would also be ratified formally at the next Committee meeting.
3	27.10.20	To present further information on the age profile of staff at the next meeting.	Z Franklin-Hills	23.02.21		Complete. On agenda